

BOARD OF DIRECTORS
FACILITY COMMITTEE
509 S. DUBUQUE STREET
6:00 P.M., TUESDAY, NOVEMBER 23, 2009

MEMBERS PRESENT: Michael Cooper, Tuyet Dorau, Patti Fields, Gayle Klouda, Michael Shaw, and Sarah Swisher

MEMBERS ABSENT: Toni Cilek

OTHERS PRESENT: Dr. Jim Behle – Associate Superintendent, Paul Schultz – Physical Plant Director

Chair Cooper called the meeting to order at 6:00 PM.

Facilities Plan Update – SFIP

Dr. Plugge stated the goal is to update this document annually and is asking the board for input. Dr. Plugge noted that on an annual basis enrollment and pricing will change and these changes will be reflected in the SFIP update as well as the potential for changing priorities. It was suggested this update also be taken to the Citizen's Facility Advisory Committee prior to the board receiving the draft update. Directors inquired as to the plan date for the annual update. Paul Schultz stated the goal would be for the board to approve the SFIP and the following year's capital budget plan annually in January. Directors inquired of resources provided to the older schools in the second five years as well as expenditures that are paid from the district wide accounts and PPEL be charged to the building where the work was actually performed. Directors also discussed the administration addressing any increase or decrease in operating costs as a result of facility improvements. It was also noted that the specific plan identification be made at a \$50,000 level. It was discussed that the administration prepare a draft update of the SFIP to be presented to the board at its first January meeting with final approval at the second January meeting. Directors suggested the administration present the SFIP update to the Citizen's Facility Advisory Committee in the not too distant future. Executive Director of Administrative Services Bobek suggested that the board's January approval include specific capital projects for the following fiscal year as well as specific identification of funding for those projects, most notably the PPEL Fund. Directors also requested any increased or decreased operational costs be included at this time. Directors discussed how Appendix 9 fits into this process, but deferred that discussion to item 7 on the agenda. Directors also discussed projects funded between multiple fiscal years and the potential need for further policy or process review.

Elementary School Architect Selection

Dr. Plugge reported we have received four responses to the district's architect RFP. Those firms are Shive-Hattery, Neumann Monson, Rohrbach/DLR, and OPN and recommended that all four firms be interviewed. It was the consensus of the board for Patti and Gayle to serve on that interview committee. Director Swisher may also serve on that committee. Dr. Plugge noted that the rest of the administrative team with himself, Paul Bobek, Paul Schultz, Jim Behle, and an elementary principal. Administration will share with the board the evaluation criteria that were contained in the architect RFP.

Roosevelt Repurpose

Assistant Superintendent Dr. Jim Behle reviewed with the board his R-H-W-K Communication Committee meeting progress, noting the next meeting is scheduled for January 2010. There were no definitive timelines set for decision making and the conversation has included repurposing Roosevelt as a possible preschool center. Directors inquired if the administration has had discussions with other governmental entities addressing repurposing. Directors inquired if federal dollars would be available to assist in repurposing efforts along with the operations of the repurpose structure. Directors also inquired if the repurposing research can begin through the creation of a small committee to brainstorm options to initiate the research for each potential option. Dr. Plugge noted the process could begin after winter break and identified potential individuals including Marcia at the City of Iowa City and the Miller-Orchard neighborhood. Directors discussed the committee should think large with the wow factor being their goal and the goal being budget neutral.

Roosevelt Facility Projects

Physical Plant Director Paul Schultz distributed information on Roosevelt maintenance and repair projects noting that the district has completed 175 work order requests for Roosevelt between November 2008 and November 2009. Generally these work orders are for project repairs costing \$1000 or less. Directors inquired of the projects completed as identified in the Shive-Hattery analysis as level one. Dr. Plugge noted that there were six items that Shive identified as level one and reviewed which of those projects that have been completed. Directors inquired as to the district's decision making process when the district's analysis conflicts with that analysis from a consultant. Paul Schultz described a scenario whereby Shive-Hattery assessed the Roosevelt boiler as good, but subsequent to their assessment and as part of the annual boiler inspection process performed by the district's insurance carrier, the boiler is dismantled and reviewed and that process identified the boiler as in need of replacement. Directors requested that the district document when a consultant's analysis or recommendation is different than that of district staff or other professional recommendations.

ADA

Director Swisher requested this item for a status of the August 2008 report and inquired what work will be performed this upcoming summer with regard to ADA deficiencies. Director Swisher requested that Lori Nelson present her research. Directors requested this research be submitted to directors prior to a meeting so they have an opportunity to read it prior to a presentation. Directors noted that in conversations with Iowa City Mayor Regina Bailey, city funds may be available to assist the district in some ADA projects. Directors requested having the ADA deficiencies included in the SFIP update in January 2010 as well as reviewing progress made to date on the DE Equity report. Director Swisher indicated Ms. Nelson will present this research at tomorrow night's board meeting during open discussion.

Appendix 9 ([Attachment A](#))

Director Klouda distributed Appendix 9 and asked if modifications or elaborations need to be made. Directors suggested adding to item two the phrase "including expected operating costs." Dr. Plugge distributed a packet of materials evidencing compliance with step number two for the West High Science Room remodel, City High Fine Arts Center, and the North Central addition. Directors also discussed steps number two and six and how the budget and scope of work can differ between these two steps. Step number two should reflect the administration's recommendation to the architect or engineer and the administration should also document how

this budget was developed. Directors also indicated that steps two and six have an inherent board approval requirement and that the administration should identify any projects scope creep that occurred from step two through step six. Director Klouda will incorporate these suggestions in an update to Appendix 9.

Chair Cooper declared the meeting adjourned at 8:20 PM.

President

Board Secretary

ICCSD Planning and Approval Process for Construction of New Schools, Building Additions and Major Renovations

1. Long-term Facilities Plan – Directors will receive and approve a ten year facilities plan which will be updated annually.
2. Initiate Project Approval – Directors will receive a project proposal from the administration which includes concept, scope of work and a preliminary budget.
3. Community Input – Directors will seek community/stakeholder input, if required.
4. Initial Project Approval – Directors will take formal action to authorize the administration to hire the appropriate professional consultants and proceed with project planning.
5. Project Design – Staff will work with the professional consultants to design the project.
6. Project Planning Update – Directors will receive an update on the project at 50% design completion. The update will include any changes in the concept and scope of the project as well as an updated budget estimate. Directors will determine if additional community/stakeholder input is needed before proceeding with the project.
7. Project Design – Staff continues to work with the professional consultants to refine the design of the project.
8. Schematic Design Approval – The administration, staff and professional consultants will present to Directors a schematic design for the project. Directors will formally approve the schematic design. The schematic design will include:
 - a. Preliminary Floor Plans
 - b. Preliminary Elevations
 - c. Preliminary Budget Projections
9. Final Project Design – Following Director approval of the schematic design administration and staff will work with the professional consultant to finalize the project plan
10. Final Project Plan and Specification Approval – Directors will receive and formally approve the final plans and specifications, including a budget estimate.
11. Bid Approval – Directors will formally approve the project bids.

Approved 9/21/06

Revised 12/18/07